

**DEPARTMENT OF THE TREASURY  
FEDERAL LAW ENFORCEMENT TRAINING CENTER  
GLYNCO, GEORGIA 31524**

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FLETC DIRECTIVE (FD)

NUMBER: 91-01.F

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Subject:

DATE: 02/09/87

Sunset Review:

FORMALIZED CENTER PROCEDURE FOR  
DEVELOPMENT OF NEW TRAINING PROGRAMS

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1. PURPOSE. This directive sets forth the policies and procedures for developing new Center basic and Center advanced training programs .
2. SCOPE. The provisions of this directive apply to all FLETC personnel and agency staff involved in the development of new Center basic and Center advanced training programs.
3. POLICY. The Center will provide quality, cost effective, training to meet the needs of participating organizations and the law enforcement community. New Center basic or Center advanced training programs will be developed to meet identified needs of Center participating organizations or in response to changes in the field of law enforcement. The Director's approval must be obtained to begin development work on any new program and his approval must be obtained before including a newly developed program in the Center's schedule.
4. RESPONSIBILITIES.
  - a. Participating Organizations. Center participating organizations requesting the development of new basic or Center advanced training, programs must submit requests in writing to the Director. The requestor will be responsible for providing, subject-matter experts at curriculum and program workshops if approval is granted by the Director for program development work to begin.
  - b. Center Training Divisions. The division assigned responsibility for development of a proposed training program is responsible for accomplishing a needs analysis survey of all Center participating, organizations; tabulating the survey results; holding curriculum development workshops; contacting the Budget Analyst for assistance in identifying and tracking developmental costs; scheduling a pilot program; reviewing/analyzing results of the pilot program; reporting conclusions drawn from the analysis to the Director; preparing and making formal presentations to the Board of Directors as determined by the Director.

c. Office of Administration. The Office of Administration (Budget Analyst) is responsible for determining and publishing program cost.

5. PROCEDURES. Requests to develop new Center basic or Center advanced training programs shall be in writing, and addressed to the Director, FLETC. New program requests proposed by Center staff will be submitted through the appropriate Assistant Director.

a. Survey of Participating Organizations. When Center management and the Director conclude a proposal has merit, the Director will assign one of the training offices to accomplish the following:

(1) Completing a needs analysis survey of all FLETC participating organizations and non-participating agencies having a probable need for the program. (Sample survey, Attachment I) In the cover letter to the survey, the agency should be queried on the possible assignment of subject-matter experts to attend curriculum/program development workshops at the Center.

(2) Tabulating and analyzing the survey results, reporting the results of the needs analysis and recommending to the Director that the program be developed or not be developed. (See Attachment II)

b. Program Development Procedures. When survey results demonstrate the need for a program and the Director grants approval to proceed with program development, the assigned office will be responsible for the following:

(1) Contacting participating organizations to arrange for the attendance of subject-matter experts at workshops.

(2) Determining who pays for transportation, food and lodging of workshop participants.

(3) Making arrangements for housing and meeting rooms.

(4) Conducting curriculum development workshops. At a minimum the following items should be on the workshop agenda:

(a) Determining the requirements of the program.

(b) Developing preliminary course lesson plans.

(c) Assigning specific lesson plan development to participants (or Center staff) based on expertise.

(d) Writing lesson plans. (Participants should be provided copies of standardized lesson plan format).

(5) Scheduling additional workshops, as necessary, to review lesson plans developed by subject-matter experts. The following items should be on the agenda for these additional workshops:

(a) Developing visual aids.

(b) Determining and developing appropriate student handouts.

(c) Writing test questions.

(d) Determining preliminary program cost. This is accomplished by the Office of Administration (Budget Analyst) with the assistance of the appropriate training division personnel. (The cost of program development will be factored into the initial per student cost and amortized over an appropriate period for the particular program.)

(6) Obtaining approval from the Director to schedule a pilot program. (If requested by the Director, prepare a briefing for the Center's Board of Directors on status of program development.)

(7) Scheduling a pilot program. Because the pilot is a special program with participant evaluation an important aspect, it should generally have fewer students than a regular program, e.g. 18-24. Participants should represent as many appropriate agencies as practical.

(8) Review/analyze results of pilot program.

(a) Make adjustments to lesson plans, as necessary.

(b) Prepare official syllabus.

(9) Obtain approval from the Director to formally announce and offer the program to participating organizations; officially inform the Office of Administration, Planning and Allocation Staff.

6. OFFICE OF PRIMARY INTEREST. Office of the Director.

Charles F. Rinkevich  
Director

Attachments (2) See the Office of General Training or Special Training as appropriate for the training under consideration. The Scheduling and Allocation Division may also be able to provide information.